LAD #05DP-06, Enterprise IT Management Audit
Management Action Plan
As of July 25, 2007

Montana Department of Administration
Information Technology Services Division
1 of 8

ITSD concurs with all four recommendations contained in the Enterprise IT Management Audit Report, LAD #05DP-06

Audit Report & Rec #	Recommendation	MAP – Management Action Plan	Person responsible for MAP	Target Date	Status/Date Completed/Deliverables
LAD #05DP-06 Rec #1	We recommend DofA commit to and execute the centralized management and control of IT required by the Montana Information Technology Act (MITA).	1. **Commitment of Resources** - Project chartered, resources allocated and formal project initiated to develop policies and deliverables necessary to implement each section MITA.	Dick Clark	March 6, 2006 June 30, 2006	Review – March 6, 2006 Charter complete. Scope complete. Initial Plan complete. Publishing policies, standards, procedures, white papers
		2. **Execute Project** – Develop policies and other deliverables to provide for centralized management and control of IT. ITSD will consider agency input and recommendations while retaining decision-making authority.	Dick Clark	June 30, 2007 July 31, 2006	Underway 1. Enterprise IT Planning Policy 2. IT Procurement Policy 3. IT Project Management Policy 4. A variety of security and other policies/standards/ procedures. Published: – Enabling IT Policy – Enabling IT Procedure – Cellular Device Policy – Interim Data Security Policy

LAD #05DP-06, Enterprise IT Management Audit
Management Action Plan
As of July 25, 2007

Montana Department of Administration
Information Technology Services Division
2 of 8

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				November 17, 2006	– Interim Standard for Statewide Wiring
					– Procedure for Procedure and Guideline Development
					– Redaction Software White Paper
					– Real ID White Paper
					– ITRC White Paper
					– File and Print Crossroads White Paper
					– Wireless LAN Architecture
				December 29, 2007	– Wireless LAN Deployment Guide
					– Interim IT Pilot Policy
				March 6, 2007	– Exception granted to Montana State Fund for Interim Data Security Policy

LAD #05DP-06, Enterprise IT Management Audit
Management Action Plan
As of July 25, 2007

Montana Department of Administration
Information Technology Services Division
3 of 8

Audit Report & Rec #	Recommendation	MAP – Management Action Plan	Person responsible for MAP	Target Date	Status/Date Completed/Deliverables
		3. **Long Term Commitment –** ITSD recognizes the need for institutionalizing MITA into the future. The commitment will include provisions and/or recommendations for implementation and ongoing organizational support, maintenance and monitoring.	Dick Clark	June 30, 2007 July 31, 2006	DOA recognizes that to fully implement MITA, subsequent efforts will be required beyond the scope of this project. Policy Data Base under development. Maintenance and Monitoring Data Base operational.
LAD #05DP-06 Rec #2	We recommend DofA develop and document implementation plans addressing each section of MITA	1. **Master Process –** Designed a *Master Process* to develop, review, implement and maintain the policies and other deliverables required for implementation of each section of MITA.	Dick Clark	Complete August 1, 2006	March 6, 2006 IT Policy Process in place and being used: Underlying development life cycle, supporting tools defined and under pilot. Sub-processes developed and operational.
		2. **Audit Recommendations -** Translate the recommendations of the Audit into project requirements.	Dick Clark	Complete	March 6, 2006 Audit Requirements Map created and integrated into Development Phase for each policy and standard. Each policy/standard checked against Audit Requirements Map.
		3. **MITA Requirements -** Identify and document requirements and responsibilities of MITA.	Dick Clark	June 30, 2007	As part of the development of each policy: MITA Requirements Map created and integrated into Development Phase for each

LAD #05DP-06, Enterprise IT Management Audit
Management Action Plan
As of July 25, 2007

Montana Department of Administration
Information Technology Services Division
4 of 8

Audit Report & Rec #	Recommendation	MAP – Management Action Plan	Person responsible for MAP	Target Date	Status/Date Completed/Deliverables
					policy and standard. Each policy/standard checked against MITA Requirements Map.
		4. **Publish and Report –** Publish project plans, deliverable schedule and policy implementation. Publish policies et al using an accessible online repository. Implement a comprehensive Communication Plan to report progress.	Dick Clark	June 30, 2007	Begin publishing project material by March 1, 2006. Online repository established by April 30, 2006. 1. Project Charter, Scope Statement, Communication Plan published. 2. Enterprise IT Policy webpage (repository) operational.
				July 21, 2006	Enterprise IT Publications webpage (item 2, above) growing with new documents.
LAD #05DP-06 Rec #3	We recommend DofA: A. Establish and document the process of using policies to ensure DofA and state agencies comply with the Montana Information Technology Act. B. Establish and document procedures to maintain	1. **MITA Policy Development and Maintenance -** Implement process and procedure for developing and maintaining statewide IT policies, standards, procedures, guidelines to implement MITA.	Dick Clark	March 31, 2006	Pilot first deliverable, then ongoing. 1. IT Policy Process and underlying development life cycle pilot near complete 2. Key sub-processes developed. 3. Standards framework under development

LAD #05DP-06, Enterprise IT Management Audit
Management Action Plan
As of July 25, 2007

Montana Department of Administration
Information Technology Services Division
5 of 8

Audit Report & Rec #	Recommendation	MAP – Management Action Plan	Person responsible for MAP	Target Date	Status/Date Completed/Deliverables
	enterprise IT polices and standards.				4. Training of customer base upon completion of pilot.
				August 1, 2006	Presentations to Advisory Groups: ITMC – August 2, 2006 911 Advisory Council – September 13, 2006 ITB – October 5, 2006
				November 20, 2006	Implemented a Technical Review Team to review and advise on policy and standards.
		2. **Consistency Review -** Review MCA, ARM, policies and standards for adequate and consistent MITA compliance.	Dick Clark	March 31, 2006	Pilot first deliverable, then ongoing. Review built into requirements definition within the Development Phase of IT Policy Process.
		3. **Indicators of Policy Compliance -** Establish compliance criteria to track accountability with MITA policy, standards, et al.	Dick Clark	March 31, 2006	Pilot first deliverable, then ongoing. 1. Defined in Development Phase. 2. Indicators included in each policy, standard, procedure in Development Phase.

LAD #05DP-06, Enterprise IT Management Audit
Management Action Plan
As of July 25, 2007

Montana Department of Administration
Information Technology Services Division
6 of 8

Audit Report & Rec #	Recommendation	MAP – Management Action Plan	Person responsible for MAP	Target Date	Status/Date Completed/Deliverables
		4. **Non-compliance** - Establish governance procedures to account for non-compliance.	Dick Clark	March 31, 2006	Pilot first deliverable, then ongoing. Compliance data collection requirements defined for each policy, standard, procedure.
		5. **Performance Reports** – Provide compliance tracking and reporting.	Dick Clark	March 31, 2006	Pilot first deliverable, then ongoing.

Required data and reporting defined in each policy, standard, procedure in Development Phase. Data collection and reporting in Maintenance and Monitoring activity. |
| LAD #05DP-06 Rec #4 | We recommend DofA coordinate with the Office of Budget and Program Planning to enforce the statutory requirement that new IT investments be included in the governor's budget only if the project is included in the approved agency information technology plan. | 1. **OBPP Major Investment** – Develop and implement policies and procedures with OBPP to: a. Define a major new IT investment b. Review major IT investments in agency budgets c. Ensure investments are in IT plans | Dick Clark | August 15, 2006

August 15, 2006

August 31, 2006 | OPBB representation on Development Team for IT Planning and Procurement policies.

OPBB initial requirements captured September 19, 2006.

Issued joint OBPP/ITSD survey to agencies soliciting project, cost, scheduling and technical approach information.

Established the criteria for major IT investment with |

LAD #05DP-06, Enterprise IT Management Audit
Management Action Plan
As of July 25, 2007

Montana Department of Administration
Information Technology Services Division
7 of 8

Audit Report & Rec #	Recommendation	MAP – Management Action Plan	Person responsible for MAP	Target Date	Status/Date Completed/Deliverables
					OBPP. ($300,000 threshold.)
				November 1, 2006	1. Started review of major IT investments in agency budgets. 2. Investments in IT Plans: Have included investment information forms in template sent to agencies. 3. OBPP sending EPP request information to ITSD; ITSD and OPBB meeting week of June 12, 2006.
				November 15, 2007	OBPP published their Yellow Book, containing projects that met the criteria.
				January 2007	Biennial report will contain additional comprehensive project and expenditure information.
				On biennial basis	Review of Agency budget requests against their IT plans – on a biennial basis.
				Ongoing	New projects will be added to Agency IT plans as they occur.

LAD #05DP-06, Enterprise IT Management Audit
Management Action Plan
As of July 25, 2007

Montana Department of Administration
Information Technology Services Division
8 of 8

Audit Report & Rec #	Recommendation	MAP – Management Action Plan	Person responsible for MAP	Target Date	Status/Date Completed/Deliverables